

# RELAUNCH CONSIDERATIONS - TEMPLATE

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## Edgemont Community Association Plan

This is the plan to reopen the Edgemont Community Centre. This is how the ECA will reduce the risk of transmission of COVID-19 among our staff and customers.

### Guidelines:

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#### Distancing Measures – to ensure proper personal spacing and to ensure compliance with guidelines

- 1) Entry to the building is by single user or cohabitating group. Wearing of a facemask is required unless a medical condition exists. For physical activity programs if strong exertion is required then the mask can be removed with three meter physical spacing, this would only be allowed while the high energy activity is occurring in the Panorama room or Gym.
- 2) There will be clear signage indicating personal separation of 2 meters including floor markings.
- 3) The first stop will be at the screening and sanitation station, they should use hand sanitizer here and wear disposable gloves while they sign in.
- 4) Users should sign into the log book, indicate name, phone number, email, time in and expected time out, they should review the Covid 19 screening document and if they are not feeling well they should leave immediately and do the Covid 19 test screening protocol at home.
- 5) It is likely that we will have to have a staff member sit by the reception table in the hallway for the first few days and explain the new rules to users. At this time, we would also use the no touch thermometer to screen users. We will have signage on the wall indicating the procedure to be followed.
- 6) Users who are enrolled in a program can skip the log in book and instead check in at their program space thus reducing delay in the hallway for check in, program providers will provide the check in list or copy to the office after their program is done each day.
- 7) All users should stay to the right when using the hallways. All users should enter by the north entrance and exit by the west entrance to reduce congestion. Traffic flow indicators will be on the floor and a diagram will be inside each room indicating entrance and exit and traffic flow direction.
- 8) If the user is going to the office there should be a marking on the floor two meters from the office receptionist and only one user should enter the office at a time. Alternatively, furniture could be moved around, and office inquiries would be done via the window at the front left of the office and the only people in the office would be staff.
- 9) If the users need to use the card machine it should be placed on the counter, they can use it and then it should be cleaned and sterilized.
- 10) If users must get closer than 2 meters at any time during their visit, they should be wearing a nonmedical mask and gloves after they have sanitized their hands.
- 11) Bathroom use should be discouraged as much as possible, bathrooms will be available, but the preference is that users do not use them if possible, ample sanitizing supplies should be in the washrooms for cleaning before and after use of the facilities. Perhaps only the handicap washroom will be available for use by getting a key from the office.
- 12) Parents of children in programs are encouraged to wait for their children in programs in their cars in the parking lot. In winter chairs could be socially spaced in the hallway to provide a place to sit.

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## Cleaning – high touch surfaces need to be cleaned frequently

- 1) Cleaning and sanitizing supplies should be purchased which are following government requirements, staff should wash their hands frequently and sanitize their hands and wear gloves and facemasks when dealing with users at closer than 2 meters spacing.
- 2) Staff will have to provided with non-medical masks, goggles or safety glasses, and disposable gloves when cleaning. Staff should wear scrubs, coveralls, or aprons when cleaning and should take these items home after each shift and wash them.
- 3) High touch surfaces such as doorknobs, toilet seats, toilet handles, door frames, desktops, and light switches should be cleaned frequently, at least every two hours. A record of the cleaning times will be maintained.
- 4) Lysol wipes or a similar product and paper towel and a small garbage can should be next to doors. Alternatively, doors for a function could be opened by staff and left open if noise from the event does not disturb other users of the facility.
- 5) Card scanners, chair tops and arms, and office equipment should be cleaned after each time an external user touches them.
- 6) Evening staff should do a general clean and sanitization of common areas, and high touch areas.
- 7) All daytime and evening staff should have a training session with an experienced staff member or with a professional cleaner on proper cleaning methods.
- 8) Staff should use the hard-plastic chairs for set up when possible to ease cleaning.

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## Screening for Symptoms – Staff needs to be vigilant for signs of illness in staff or customers.

- 1) All staff will be trained in self monitoring and monitoring the public users. All staff should do a self assessment checklist at the beginning of their shift.
  - 2) Staff should advise the office administrator if they are feeling ill away from work as soon as possible.
  - 3) Signage will reinforce self monitoring of staff and users.
  - 4) Staff will be equipped with a no touch temperature sensor to spot check themselves and users.
  - 5) Users should do a self assessment prior to attending a program, the checklist should be provided by the program provider.
  - 6) Users showing symptoms or fever should be asked to leave immediately and advised to take the Covid 19 test protocol to see if testing is needed. Names and addresses of users showing symptoms should be recorded.
  - 7) If a staff member begins to feel unwell during their shift, they should have a list of substitute staff or volunteers to replace them and they should stay isolated until the replacement staff is there and then leave. They should take the Covid 19 test protocol and get tested if needed, they should not return to work until symptoms end or ten days of isolation pass.
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- 8) Replacement staff should advise users of the situation and then clean and sterilize the work area.
- 9) Full time or part time staff should be paid for missed shifts due to illness to encourage responsible behavior and prevent early return to work.
- 10) Additional part time staff may be needed if an outbreak occurs
- 11) If an outbreak occurs a deep clean and temporary closure of the building may be required, that would be determined in cooperation with AHS.
- 12) **The latest guidance indicates an outbreak will lead to a minimum 72-hour shutdown of the facility.**

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## Personal Protective Equipment (PPE) – PPE guidelines for staff

- 1) Basic PPE consisting of nonmedical facemasks and gloves should be provided for staff if they need to get within 2 m of another staff person or user.
- 2) When cleaning it is required that staff have non-medical masks, goggles, and good disposable gloves,
- 3) Staff should also have good easily washed clothing such as scrubs, coveralls, or aprons to protect their clothing when cleaning.
- 4) PPE is now available via local businesses, or the FCC.
- 5) Staff should offer a non-medical mask to program users if they did not bring one.

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## Responsibilities: clear lines of authority

- 1) As we do not have a general manager at this time the team appointed by the board acts as the building manager and works with staff to ensure that the opening plan remains in compliance with guidelines.
  - 2) Building staff, both daytime, and evening are responsible to ensure program providers are adhering to social distancing rules, building users shall fill out the business reopening protocol template (this form) indicating how they will ensure compliance with health regulations while providing their service.
  - 3) Program providers are responsible to the community association and their users to ensure social distancing guidelines are enforced.
  - 4) Failure to comply with protocols after one warning shall lead to suspension of the program until the program provider prepares a new plan to ensure compliance with health guidance.
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- 5) The office administrator is responsible for keeping current contact information on all staff and to have contingency plans if staff members become ill.
- 6) Program providers are responsible for having their users sign the waiver provided by the ECA.
- 7) Program providers are responsible to provide current contact information for all users of their program to the office administrator. Program providers will keep a check in sheet for their users and provide the list or a copy to the office after each session, that will reduce crowding and delays in the hallway for registered program users.
- 8) Current protocols only allow up to 50 users including instructors per room while ensuring social distancing, until guidelines are reduced there needs to be sufficient time between groups for high touch area cleaning.

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## Action Items:

If we only bring in one user during the summer then the demands for additional staff will not be great, if we bring in multiple users then staffing requirements will be much higher.

- 1) Call insurance and determine if our public liability is covered if we have one user or multiple users in the building. **Done, we are covered if we adhere to guidelines**
- 2) Estimate likely operating scenarios and estimate cost versus income, determine if it is economic to open. **To be done on a renter by renter basis**
- 3) Present plan to board, and waiver, and get approval.
- 4) Buy no touch thermometer. **DONE**
- 5) Buy cleaning supplies, PPE. **More needs to be purchased**
- 6) Print off large Covid 19 signs, use signs provided by government **Done**
- 7) Place signs on walls at appropriate places in the building. **Done**
- 8) Mark directional arrows on floor with tape, indicate spacing on floor with tape, determine what type of signage will bond to the floor and can be easily removed without damage. **Done**
- 9) Mark spacing requirements on the sidewalk outside if there is a back up in entering the building. **Done**
- 10) Prepare office for use of side window to deal with users. **Done**
- 11) Prepare sign in sheet and clip board. **DONE**
- 12) Advise staff on implications of returning to work on CERB and EI payments. **Done**
- 13) Determine which staff members are willing to return to work. **In Process**

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- 14) Prepare training program for staff on protocols and ECA reopening plan. **Done**
- 15) Prepare training program on cleaning and sanitizing for staff and volunteers. **Done**
- 16) Lay out staff schedule, have list of staff on call if replacement is required.
- 17) Select a new contractor for building cleaning.

## Example

Scenario 1: Gearhead operates summer camp program in parking lot five days a week

Income		
Daily Access fee for main hall and bathrooms	Limited use, \$100 per day times 48 days	\$4800.00
Expenses		
Office Administrator	Open at 8 am, close at 5 pm, ensure social distancing and cleaning by operator is done as per protocols	No additional cost
Evening Staff	Come in on Wednesdays and Fridays for three hours to clean bathrooms, halls, Panorama room, kitchen, sweep, wet mop, sanitize, three hours each shift, bonus of \$5 per hour for limited shift and loss of some EI benefits.	\$60 per day, for seven weeks cost of \$840 plus holiday pay
Cleaning Supplies	Program provider provides own cleaning supplies, staff uses ECA supplies	\$10 per day, for seven weeks \$140
Net		\$3820

Additional risk and cost of opening. If a staff person gets sick, we are obligated to pay them for their shifts even if they are quarantined for 14 days. We are looking at the chance of sick pay plus replacement staff costs for up to two weeks. Chance of occurrence is low; cost is in the range of \$500 to \$3500 if a staff person falls ill.

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## Underlying Principles for Reopening

1. The reason we are reopening is to provide needed social and recreational services to our community and to gain some income to offset the cost of operating the community centre.
2. Covid 19 is likely transmitted to the greatest degree by airborne particles, therefore the ECA Community Centre will require masks be worn at all times. Exceptions will be made on a case by case basis for medical conditions. Note that the guidance for religious worship allows mask removal for limited singing if the singer stands away from the other patrons and faces away.
3. All groups or programs in the building will require the presence of responsible persons to represent the group, that means any unsupervised drop-in programs cannot be allowed until Stage 3 of the provincial reopening protocol.